

REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT CONCORD REGIONAL AIRPORT

August 1st, 2016



I. INTRODUCTION

The City of Concord Aviation Department is seeking proposals for the operation of a food Concession at the Airline Terminal Building (“Terminal”) at the Concord Regional Airport during times of airline flight operations. The Terminal is located at 7435 Zephyr Place NW, Concord, NC 28027. This RFP would be for a 12 month period beginning October 1st 2016 and consist of leasing of a 10 x 10 space with sink and electrical provided to provide food and drink items to departing passengers in the post security gate area.

II. BACKGROUND

In December 2013, Allegiant Air started scheduled airline service at Concord Regional Airport with twice a week flights to Orlando Sanford International Airport. That service has been very successful, additional destinations and flights have been added and over 100,000 airline passengers having now flown out of the airport.

The City of Concord Regional Airport is completing construction of a permanent two gate Airline Passenger terminal building with hold room for over 450 people. The terminal has the capacity to grow from 1 airline and 10 weekly flights (around 1,500 weekly outgoing passengers) to multiple airlines and around 50 weekly flights (up to 15,000 weekly passengers).

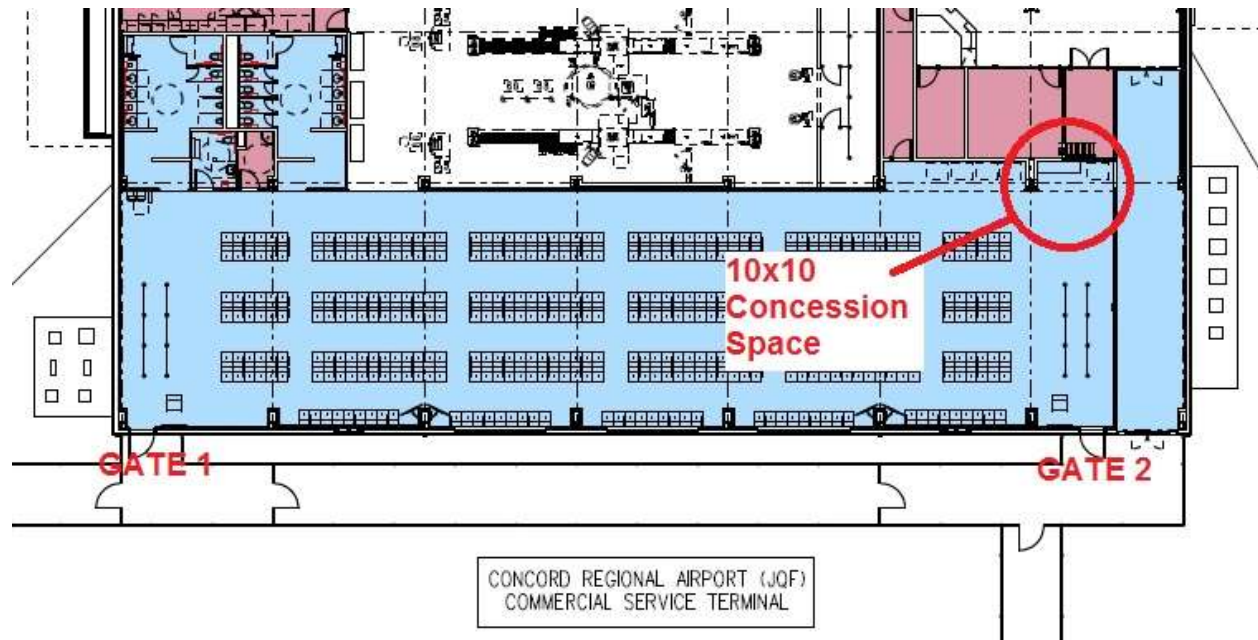
In addition to this space there will be limited food service and drinks provided from vending machines not associated with this RFP.

Passenger surveys have indicated on-site food service is a highly rated amenity that passengers are looking for when waiting at the airport.

**REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT
CONCORD REGIONAL AIRPORT - August 1st, 2016**

III. DESCRIPTION OF THE CONCESSION LOCATION

The location of the Concession space is in the northwest corner of the passenger hold room in the Terminal. The size of the space is 10 feet long by about 10 feet wide. Electrical power and a sink will be provided to the space.



As this space is located in the “Sterile Area” of the terminal beyond the TSA checkpoint, Concessionaire will be required to obtain airport SIDA badges all employees accessing the space. The badging process includes a fingerprint criminal history records check and security threat assessment for each individual obtaining a badge and successfully completing security training.

Up to two employee parking spaces will be provided to staff members.

Restroom facilities are available for common use for all people in the hold room area.

As this area is past the security checkpoint, passengers are restricted in what they can bring through security screening. Food items are generally allowed but not drinks. What is purchased in the hold room can be eaten on plane or in gate area.

**REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT
CONCORD REGIONAL AIRPORT - August 1st, 2016**

IV. SCOPE OF THE PROPOSAL

Form of Request for Proposal

Responses shall be submitted via e-mail (preferred), else postal mail or hand delivered upon request. Response shall be brief and summarize qualifications in a few paragraphs. Include name of business, name of primary contact, along with e-mail and phone number.

City Fees, Taxes, Licenses and Policies

Concessionaire shall agree abide by all City of Concord Regulations and Policies governing operations in the City. The Concessionaire shall pay all taxes and license fees applicable in the City of Concord.

Concessionaire also agrees to pay City of Concord Aviation Department concession fee of 10% for privilege of operating on City owned Concord Regional Airport premises.

Concessionaire must meet any relevant health and safety regulations of the City of Concord and State of North Carolina.

Food Options

Preference will be given to proposals that include or highlight a diverse range of food options, including but not limited to healthy, local, and affordable food options of variable price ranges.

Payment Options

Concessionaire must accept cash payments minimally, and have the option of accepting payment via other formats.

Insurance

The City of Concord requires the following minimum limits of insurance coverage:

General Liability	\$1,000,000 per occurrence
Automobile Liability	\$1,000,000 per occurrence
Workers Compensation	\$100,000 each accident
	\$100,000 bodily injury by disease each employee
	\$500,000 bodily injury by disease policy limit

NC Workers Compensation insurance limits are mandatory, per statute, and must be met by employers with three or more employees.

**REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT
CONCORD REGIONAL AIRPORT - August 1st, 2016**

Concessionaire space will be available for setup beginning at September 15, 8:00AM. Concessionaire must be prepared to begin serving by September 30, 2016. The City of Concord Aviation department will provide a trash can at Concessionaire’s space. Additional trash containers will be located inside hold room.

The Concessionaire shall maintain a clean space surrounding their concession area and will be expected to assist with area clean up (pick up of paper, cups, plates, napkins left by customers) before leaving its space during operational hours.

Employees

The Concessionaire is responsible for their own staffing needs to support sales and distribution.

V. CONTENTS OF RFP RESPONSE

A. RFP Respondents shall submit in the proposal a description of their company and overall experience in performing this type of work.

B. RFP Respondent shall submit a list of food and beverage items to be offered and estimates of their prices. Selected Respondents will be required to post all prices for the foods and beverages offered in an area easily viewed by customers.

C. RFP Respondents shall acknowledge the insurance requirements of the City of Concord and pledge to meet or exceed those requirements. If respondent has less than three employees, respondent shall acknowledge they are not required to meet worker compensation insurance requirements.

D. RFP Respondent shall acknowledge the profit-sharing requirements set forth by the City of Concord Aviation Department, and agree to enter into an agreement with the City. A sample agreement is provided as RFP Attachment A.

E. RFP Respondent shall describe the planned physical footprint of concession space and layout for operations (service window, counter, seating, ordering que, , menu board, etc). Drawing layout of the space would be helpful.

F. RFP Respondent shall provide copies of their Sales and Use Permit.

G. RFP Respondent shall provide copy of its latest Department of Health Inspection and score.

**REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT
CONCORD REGIONAL AIRPORT - August 1st, 2016**

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated upon the following criteria:

- A. Acceptance of City of Concord terms and conditions, insurance, and permitting;
- B. Demonstration that Concessionaire is capable of and has experience serving food at similar locations.
- C. Concessionaire customer service experience and marketing and promotion experience.
- D. Offering of diverse food options, in terms of cost, sourcing, and dietary variety.
- E. Preference will be given to proposals that include a procurement method that provides preference to locally grown and/or produced products when feasible.
- G. Ability of the proposer to staff hours at the Airport.

VIII. OTHER INFORMATION

On Site Pre-Proposal Meeting

One on site pre-proposal meeting / tour to view the space will be held Wednesday, August 10th at 10:30 AM – 11:30 AM.

Proposal Deadline

Proposals must be received by the City of Concord Aviation Department by ***Thursday, August 18th, 2016 at 5 pm.***

Proposals shall be directed to:

Susan Green, Aviation Properties Manager,
City of Concord Aviation Department
9000 Aviation Blvd, Concord NC 28027
Email: greens@concordnc.gov

Additional Information

Additional information about the Concord Regional Airport or this RFP can be directed to greens@concordnc.gov or phone 704-920-5900. Additionally, postal mailed or hand-delivered responses can be requested for submission via phone or e-mail.

**REQUEST FOR PROPOSALS (“RFP”) FOR THE OPERATION OF A FOOD CONCESSION AT
CONCORD REGIONAL AIRPORT - August 1st, 2016**

Proposals Acceptances

The City of Concord reserves the right to accept a proposal in whole or in part, or to reject any and all proposals, and to negotiate separately, as necessary, to serve the best interests of the customers using the passenger terminal facilities at the airport.

It is anticipated that selected and non-selected vendors will be notified by September 9th 2016.